



*Okehampton Town Council*

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Emma James  
Town Clerk

30<sup>th</sup> October 2017

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 6<sup>th</sup> November 2017 at 7.30pm (or at the arising of Planning Committee meeting, whichever later) in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

Emma James  
Town Clerk

### **AGENDA**

**Declarations of Interest - Members are reminded that they should declare any relevant interest regarding items on the agenda.**

**Urgent items - items for information only can be brought to the attention of the Committee at the discretion of the Chairman at the end of the meeting.**

**No decision can be taken on items not detailed on the published agenda.**

1. **Apologies for Absence** - To receive apologies for absence from those Members unable to attend.
2. **Deferment of Business** - For comment by the public.
3. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
4. **Minutes** - To confirm, approve and sign the minutes of the Property Committee meetings held on 4<sup>th</sup> September and 9<sup>th</sup> October 2017.
5. **Matters Arising**
  - 5.1 Purchase of new Crockery – Update on the purchase of crockery
  - 5.2 Display of Artworks in the Charter Hall by Ocmuntune – Update on progress (Cllr Vachon)

6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update.
- 6.1 Charter Hall signage – Update on the status of the work
  - 6.2 New Carlton Cinema – Meeting pending with Merlin Cinemas MD to discuss 3<sup>rd</sup> screen and toilets project to be noted.
  - 6.3 Replacement of ceiling tiles – Charter Hall, quotes to be obtained
  - 6.4 Installation of picture hanging rail to non-window side of Charter Hall
  - 6.5 External woodwork repair and repainting
  - 6.6 Boiler – Replacement of pump
  - 6.7 Office light replaced
  - 6.8 Locks to Town Hall external door and door to stairway of Band Room and Office replaced
  - 6.9 Charter Hall microwave replaced and fridge repaired
  - 6.10 Painting restoration completed
  - 6.11 Merlin Cinema roof slate refixed
  - 6.12 Town Hall small courtyard roof/water leak – quotes about to be obtained
  - 6.13 Council Chamber ceiling tiles – quotes for repair/painting about to be obtained
  - 6.14 Charter Hall and Town Hall water filter replacement required
7. **Hall Bookings** - Summary of Charter Hall hirings for November and December 2017.
8. **Millennium Quilt** – Discussion regarding the location of the quilt
9. **Lift** - Consideration of the undertaking of supplementary tests as recommended at the service visit in January.
10. **Valuation of Civic Regalia etc** – Consideration as to the need for an updated valuation to be undertaken
11. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
- i) Okehampton Carnival Committee (Cllr Carpenter)

## **PART TWO**

Items which may be taken in the absence of the press and public.

The Council is recommended to pass the following resolution:-

‘Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.’

12. **Asbestos Survey** – Consideration of quotations obtained for an asbestos management survey of the Town Hall and associated buildings